



TOWN OF MANSFIELD HOUSING CODE BOARD OF APPEALS

Draft MINUTES of REGULAR MEETING December 9, 2009

I. CALL TO ORDER

Chairman Richard Pellegrine called the meeting of the Town of Mansfield Housing Code Board of Appeals to order at 5:04 p.m. in Conference Room C at the Audrey P. Beck Building.

II. ROLL CALL

All members were present: Richard Pellegrine, Brian McCarthy and Will Bigl. Housing Code Enforcement Officer, Derek Debus and the Board secretary, Jennifer Thompson, were also present at the meeting.

The terms for Francis Halle and Robert Kremer expired September 25, 2009. There are currently no alternate members serving on this Board. Two positions for alternate members remain vacant. The Committee on Committee should give this issue its attention.

III. APPROVAL / REVISION OF MEETING AGENDA

Chairman called for motion to revise or approve the agenda, motion in favor to accept the agenda as presented was made by Brian McCarthy and seconded by Will Bigl. All being in favor, motion passed.

IV. BUSINESS MEETING

a. Approval / Revision of Meeting Minutes

Chairman called for a motion to accept or revise the minutes of the December 8, 2008 meeting. Motion was made by Brian McCarthy to accept the minutes and seconded by Richard Pellegrine. Will Bigl abstained as he was not member of the Board at the time of the 2008 meeting. All others being in favor, motion passed.

b. Building & Housing Inspection Department Report

Housing Code Enforcement Officer, Derek Debus, reported that no applications for appeals have been received to date for 2009 year. There are currently 1190 units subject to Housing Code Certification within the certification zone based on

a two-year implementation cycle. This does include the various types of properties - single-family, two-family, three-family, multi-family and apartment dwellings. Certificates are valid for a period of two years before another inspection process is necessary. If a complaint is received from a tenant whether the subject property is in or outside the certification zone, then an inspection and any violation follow-up will be done relative to that complaint. The only change to the Code over the past year was the modification of septic cleaning/pumping from 2 years to now 4 years. There has been no revision to water testing or other Code requirements. The addition of new rental properties to the implementation schedule upon transfer of a property to new owner, change of use from owner-occupied to rental, or removal when rental sold to new owner who occupies the residence was explained. The trend of expansion of single family dwelling as rental properties has slowed in its progression. Brian McCarthy noted the present real estate market and location close to the University affect to the previous trend. Suggestion was made by Richard Pellegrine to have one or two meetings proceed during the year even if no appeals are received in order to provide opportunity for update by the Building and Housing Inspection Department regarding the status of the program and answer member questions. Brian McCarthy stated that the inactivity of the Board and lack of appeals is a credit to Housing Code Enforcement Officer Debus and the entire Department. All present agreed that representative attendance at this meeting was very helpful and at least an annual update at each December meeting would be sufficient. Members felt that the operations of the Department are positive and serve as a good model for other towns. The secretary was instructed to keep a representative report as part of the annual meeting agenda.

c. Review / Approval of 2010 Regular Meeting Schedule

Secretary provided members with a proposed draft schedule and listing of the legal holidays in the state. It was noted the Will Bigl will be out of town the entire month of May, 2010, so he would be unable to attend any possible hearing for an appeal which may arise during that time. General discussion ensued regarding secretary letter to members at end of a term to inquire about willingness to continue in position and referral of matter to Committee on Committee for their recommendation to Town Council to renew an appointment or solicitation of new members. Brian McCarthy moved to accept the regular meeting schedule for 2010 as proposed, Will Bigl seconded. All being in favor, motion passed.

d. Selection of Chairman for 2010

Chairman called for nominations of new Chairman. Will Bigl nominated Richard Pellegrine to continue service in this position. Brian McCarthy seconded. Appreciation was expressed to Richard Pellegrine for serving over the course of the past year. Richard Pellegrine accepted the nomination. Nominations were closed. Vote was taken, all being in favor, the motion was carried. Richard Pellegrine shall serve as Chairman of the Housing Code Board of Appeals for the 2010 year.

V. ADJOURNMENT

Secretary provided a brochure from Town Manager's office entitled "Freedom of Information Guidelines for Boards, Commissions, and Committees" to each member. Chairman confirmed receipt of this document.

There being no further business to be presented to the members, Will Bigl moved to adjourn the meeting, Richard Pellegrine seconded. Motion passed unanimously and the meeting adjourned at 5:25 p.m. All were dismissed with thanks for their attendance and participation.

Respectfully submitted,
Jennifer Thompson, Secretary